

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF FLORIDA
51 SW 1st Ave, Room 1517, Miami, FL 33130
305-714-1800 - www.flsb.uscourts.gov**

ARCHIVES REQUEST FORM

This form is used to request archived personal or corporate cases from the clerk's office.

The file you have requested has been archived at the Federal Records Center in East Point, GA. There is a \$45.00 retrieval fee payable in advance. Payment by money order or check must be made payable to **Clerk, U.S. Court**. DO NOT SEND CASH THROUGH THE MAIL. The files are usually received within two weeks after the request has been processed. You will be notified of the arrival of the file by postcard. Files are automatically returned to the Federal Records Center in Georgia two weeks after their arrival.

SECTION A: FOR COMPLETION BY REQUESTOR (Please Print)

Requested by: _____ Date: _____

Address: _____

Phone: _____

File Information

Case number: _____ Name: _____

Reason Requested:

Review File: ____ court; ____ claims; ____ DIP; ____ ballot; ____ Adv.

Obtain copy of _____

Other _____

Make sure you have enclosed fee and have addressed your postcard.

SECTION B: FOR CLERK'S OFFICE USE ONLY

Accession #021- _____ - _____ Loc. # _____ Box # _____

Request verified by _____ Date ____ / ____ / ____ Amount Paid \$ _____ Receipt # _____ Clk _____

Express Acct# _____ Requested from FRC ____ / ____ / ____ by _____ RMS changed ☐

Date Rec'd ____ / ____ / ____ Notified via ☐ postcard ☐ telephone ☐ forward to _____ division

Scheduled return date ____ / ____ / ____

Comments:

Request No. _____